

### **Culvert Placement on Streams Less than 35' Wide General Permit**

A General Permit is available for the placement of a culvert on a stream less than 35' wide under NR 320, Wis. Adm. Code. If the waterway where the proposed project is located is listed on the DNR web site as an Area of Special Natural Resource Interest, an individual permit is needed and this application should not be used. To qualify for this general permit, your project must meet the following conditions:

1. With this application, you must submit photographs showing the entire project site in relation to the navigable watercourse in pre-construction condition.
2. The culverts may only be placed on a waterway that is less than 35 wide, measured from ordinary high water mark to ordinary high water mark.
3. On trout streams and perennial tributaries to trout streams, construction or placement is prohibited between September 15 and May 15 of any calendar year.
4. On all waterways that are not trout streams, construction or placement north of Hwy 29 is prohibited between April 1 and June 1 annually.
5. On all waterways that are not trout streams, construction or placement south of Hwy 29 is prohibited between March 15 and May 15 annually.
  - a. You may request that the time of year requirement be waived which will be considered by the departments local fisheries staff on a case-by-case basis
6. If the department determines that a proposal submitted under this section has the potential to impact an endangered or threatened species in accordance with s. 29.604, Stats., the application shall be deemed incomplete. The department may not consider the application complete or issue a general permit until the applicant submits information to demonstrate one of the following:
  - a. that the project either avoids impacts to the threatened or endangered species or
  - b. that the project has received an incidental take authorization under 29.602, Stats.
  - c. If the project is modified, the applicant must submit the revised plan before the application can consider the application complete or issue a general permit.
7. Culvert placement and installation must mimic the natural stream and gradient above and below the culvert channel, not to exceed a 3% slope. Ponding upstream or perching conditions downstream indicate that a culvert is not in compliance with this condition.
8. If flow conditions require the use of a multiple culvert arrangement, culverts shall be placed at varying elevations (one in the bed and the other slightly higher) to facilitate base and low flows as well as excessive rain or snowmelt events.
9. Both ends of the culvert shall be installed so 25% of the diameter of a round culvert or 25% of the height of a box culvert lies below the bed of the waterway. If a bottomless arch design is used, there may be no break in the bed substrate.
10. Culvert inlets may not be capped with screens, bars or any other means which prevent movement of fish or wildlife or collects debris, with the exception of beaver control procedures. Culvert openings shall be inspected at least once a year. Any debris and obstructions must be removed.
11. Culverts shall be at least one foot longer than the road fill. Culvert ends shall be protected with 3 to 12 inch diameter riprap extending horizontally at least 2 times the culvert diameter from the end of the cuivert.
12. At least 12 inches of fill material shall be compacted around the culvert. Fill material used shall be free of fines, sediment, soil, pollutants, contaminants, and other waste materials.
13. Dredging and deposition of up to 2 cubic yards of sand, gravel or stone on the streambed may be associated with the placement of a culvert. The dredging must be limited to the volume necessary to bury the culvert as required and the deposit is limited to the area immediately underneath or within 2 feet of the culvert.
14. Erosion control measures shall meet or exceed the standards in the most current version of the Wisconsin Construction Site Best Management Practices Handbook.
  - a. Note: Information on how to obtain this publication can be found by contacting the department or found on the department's website at [www.dnr.wi.gov](http://www.dnr.wi.gov), under the "Runoff Management" program.

Note: The culvert may not impair drainage or cause backwater on the property on the property of an upstream property owner without written consent or appropriate legal arrangements. A permit is required under S. 30.19, Wis. Stats. and ch. NR 341 if land disturbance or excavation exceeds 10,000 square feet on the bank of the navigable waterway. Permits for this project may also be required from the county or local municipality and additional documentation may be required at that time to ensure compliance with NR 116, Wis. Adm. Code. Equipment shall be operated from the streambank only (see s. 30.29, Stats.). The permittee shall submit a photograph of the completed project to the department within 10 days of project completion.

If your project will meet all the above requirements, follow the instructions on the following pages to submit a General Permit Application to the Department. We will respond within 30 days of receipt to notify you that your project is approved, or that additional information is required to complete your application. In some cases, you may be notified that your project requires an Individual Permit.

**For more information about Waterway Permitting in Wisconsin, see our website at:**

**<http://www.dnr.state.wi.us/org/water/fhp/waterway/index.shtml>**

## Application Requirements

All applications for a General Permit require a completed General Permit Application form #3500-108, with additional sheets as necessary. Follow the instructions below to complete the application form.

### Section I: Landowner Information

Provide the legal name of the person, firm, public organization or any other entity that owns the project site described in Section III of the application. The contact person should be the person completely familiar with the construction site activity and charged with compliance and oversight of the permit. The mailing address, phone number, and e-mail address if available, should be for the contact person.

### Section II: Contractor Information

If known at the time of application, provide the legal name of the person, firm, or any other entity that will be the major contractor in charge of the proposed project at the site described in Section III of this application. The contact person should be the project site manager completely familiar with the activity and charged with implementation of the permit. The mailing address, phone number and e-mail address if available, should be for the contact person.

### Section III: Site Information

Provide the site's official or legal name and complete address, including county, city, state and zip code. Provide the name of the waterway where the project is located. List the public lands survey location [quarter-quarter, quarter, section, township and range (to the nearest quarter section)] of the site. If the site is more than one quarter, enter the quarter that best describes the location of the site. The web site at the link below can help you with the public lands survey location: <http://maps.dnr.state.wi.us/imf/dnrimf.jsp?site=webview>. Use additional space if needed to describe the site location.

### Section IV: Additional Information

**Dates:** Enter the project's anticipated start and end dates.

**Photos:** Enter the date of photographs included with the application. Attach or enclose clear photographs of the project site. Include at least one front view and one side view that each depict the area where construction work will occur from the waterway, and one view of the entire site from the waterway. Too much snow cover or vegetation may obscure important details, so be sure that your photographs show the site in its existing condition. NOTE: You will also be required to submit photographs after your project is completed.

### Section V: Location Sketch, Materials List and Project Plans

*Refer to the sample diagram on page 4 for assistance*

**Location Sketch:** Provide a sketch or map that identifies the project site referenced to the nearest town road or county/state highway. Be sure the map has enough detail so that we can easily find the site. Include your fire number if applicable.

**Materials List:** Provide a list indicating the size, type, and quantity of materials that you plan to use for the project.

**Project Plans:** Provide scaled plans showing the top and cross-section views, on the blank plan sheet in the application and additional sheets of 8-½ x 11-inch or 11 x 17-inch paper as necessary. Also submit a narrative summary of all information. Include the following in your plans and narrative:

1. The scale of all pertinent dimensions of culvert plans.
2. Existing and proposed approach grades.
3. Erosion control plans.
4. Overview and cross sections showing existing and proposed conditions, including fill for road, length of culvert and riprap, etc.
5. Estimate of amount of material to be removed and location of spoil disposal site.
6. ALL NECESSARY INFORMATION. All other information needed to show that the project will comply with the conditions identified on page 1 of these Instructions.

Submit your application

A \$300 fee is required for each Culvert Placement on Streams Less than 35' Wide General Permit. Remit a check or money order payable to the Wisconsin Department of Natural Resources (do not send cash). An application submitted without the required application fee will be considered incomplete.

**Submit three (3) copies of the completed application, narrative and plans.** Send the complete application and fee to the DNR office listed below:

**NORTHERN REGION COUNTIES**

Ashland	Lincoln	Aquatic Habitat Coordinator
Barron	Oneida	DNR Service Center
Bayfield	Polk	107 Sutliff Avenue
Burnett	Price	Rhineland, WI 54501
Douglas	Rusk	phone (715) 365-8926
Florence	Sawyer	
Forest	Taylor	
Iron	Vilas	
Langlade	Washburn	

**NORTHEAST REGION COUNTIES**

Brown	Marquette	Aquatic Habitat Coordinator
Calumet	Menominee	DNR Service Center
Door	Oconto	1125 N. Military, Box 10448
Fond du Lac	Outagamie	Green Bay, WI 54307-0448
Green Lake	Shawano	phone (920) 492-5817
Kewaunee	Waupaca	
Manitowoc	Waushara	
Marinette	Winnebago	

**WEST CENTRAL REGION COUNTIES**

Adams	Marathon	Aquatic Habitat Coordinator
Buffalo	Monroe	DNR Service Center
Chippewa	Pepin	1300 W. Clairemont, Box 4001
Clark	Pierce	Eau Claire, WI 54702-4001
Crawford	Portage	phone (715) 839-1600
Dunn	St Croix	
Eau Claire	Trempealeau	
Jackson	Vernon	
Juneau	Wood	
LaCrosse		

**SOUTH CENTRAL REGION COUNTIES**

Columbia	Iowa	Aquatic Habitat Coordinator
Crawford	Jefferson	DNR Service Center
Dane	Lafayette	3911 Fish Hatchery Road
Dodge	Richland	Fitchburg, WI 53711
Grant	Rock	phone (608) 275-3282
Green	Sauk	

**SOUTHEAST REGION COUNTIES**

Kenosha	Sheboygan	Aquatic Habitat Coordinator
Milwaukee	Walworth	DNR Service Center
Ozaukee	Washington	141 NW Barstow, Room 180
Racine	Waukesha	Waukesha, WI 53188
		phone (262) 574-2149

**Note: This Sample Diagram may not include all information required in the instructions.**

DRAWINGS OF PROPOSED  
ACTIVITY SHOULD BE  
PREPARED IN ACCORDANCE  
WITH SAMPLE DRAWING

Proposed Materials

Location Sketch (Indicate scale.) Show route  
to project site: include nearest main road and crossroad.



1"= \_\_\_\_\_ ft.

Fire Number \_\_\_\_\_

Project Plans. (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.)  
Use additional sheets if necessary.



1"= \_\_\_\_\_ ft.

**Top View**

**Cross Section**